

May 9, 2012

To: Governing Board

Subject: **Proposed Fiscal Year 2013 Business Plan**

Recommendation

In accordance with the Executive Board's recommendation, approve Foothill Transit's Fiscal Year 2013 Business Plan.

Analysis

The Business Plan development process provides an opportunity to review Foothill Transit's current and planned financial status in relation to goals and objectives. In order to facilitate this process, a final draft business plan has been developed which incorporates overall goals and supporting action steps. Also included in the document are Fiscal Year 2012 accomplishments, a budget summary and departmental budget summaries.

Foothill Transit is required annually to submit a balanced budget and a Short Range Transit Plan (SRTP) to the Los Angeles County Metropolitan Transportation Authority in order to receive subsidy funds. Both documents have been incorporated into a single Business Plan for the organization. In addition, the organization's Five-Year Financial Outlook has been incorporated into the Business Plan.

The Fiscal Year 2013 Business Plan is provided in **Attachment A**. This Business Plan was developed with the organization's mission as its central focus. *The mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation.* Supporting this mission, the primary goals of Foothill Transit are to:

- Operate a safe transit system;
- Provide outstanding customer service;
- Operate an effective transit system; and
- Operate an efficient transit system.

Goals and performance measures tied to each of the four goals listed above have been incorporated into the plan to ensure that Foothill Transit's resources are focused on achieving its mission. In order to fulfill its mission and meet its goals, Foothill Transit's proposed business plan includes detailed initiatives. Over the next year, the proposed business plan will allow Foothill Transit to:

- Plan and execute Foothill Transit's 25th Anniversary recognition
- Advance Foothill Transit's Zero Emissions Bus Project

- Implement a 30 vehicle per year bus replacement cycle
- Continue development of San Gabriel Valley Park & Ride facilities
- Implement an upgrade to Foothill Transit's website
- Implement a Real Time Passenger Information system
- Pursue ISO 14001 Certification

At their meeting on April 27, 2012, the Foothill Transit Executive Board reviewed the Business Plan. The Executive Board recommends that the Governing Board approve the proposed Business Plan for Fiscal Year 2013.

Financial Impact

Foothill Transit's proposed FY 2013 budget is balanced between revenues and expenses with an estimated \$70.8 million operating budget and a \$29.4 million capital budget, for a total budget of \$100.2 million. The Fiscal Year 2013 Business Plan targets a farebox recovery ratio of 26.76 percent.

Revenue projections are based on annual "funding marks" developed by the Los Angeles County Metropolitan Transportation Authority (Metro). The Business Plan includes estimated funding allocations from Metro for Fiscal Year 2013, including Municipal Operator Service Improvement Program (MOSIP) funds as the Metro Board has extended that program indefinitely. This is one of Foothill Transit's primary sources of local matching funds for federally funded capital projects.

The agency's capital revenues are comprised primarily of Federal Section 5307 formula funding and MOSIP funds. Other sources of capital revenue include \$2.9 million in Volumetric Excise Tax Credit on compressed natural gas and \$3.8 million in Proposition 1B funds.

Sincerely,



Kevin McDonald
Deputy Executive Director



Doran J. Barnes
Executive Director

Attachment



GOVERNING BOARD

CLUSTER 1

Claremont

Councilmember Corey Calaycay
Councilmember Joe Lyons, Alternate

La Verne

Mayor Pro Tem Robert F. Rodriguez
Councilmember Charles A. Rosales, Alternate

Pomona

Councilmember Paula Lantz
Mayor Elliot Rothman, Alternate

San Dimas

Councilmember Emmett Badar
Councilmember John Ebner, Alternate

Walnut

Mayor Nancy Tragarz
Councilmember Tom King, Alternate

CLUSTER 2

Azusa

Councilmember Keith Hanks
Mayor Pro Tem Uriel Macias, Alternate

Baldwin Park

Mayor Pro Tem Marlen Garcia
Mayor Manuel Lozano, Alternate

Covina

Councilmember Peggy A. Delach
Councilmember Robert Low, Alternate

Glendora

Councilmember Doug Tessitor
Mayor Gene Murabito, Alternate

Irwindale

Councilmember Manual Garcia
Councilmember Mark Breceda, Alternate

West Covina

Mayor Michael Touhey
Mayor Pro Tem Shelly Sanderson, Alternate

CLUSTER 3

Arcadia

Mayor Robert Harbicht
Councilmember John Wu, Alternate

Bradbury

Councilmember Richard G. Barakat
Mayor Richard T. Hale, Alternate

Duarte

Councilmember Tzeitel Paras Caracci
Vacant

Monrovia

Councilmember Becky Shevlin
Mayor Mary Ann Lutz, Alternate

Pasadena

Councilmember Margaret McAustin
Mayor Bill Bogaard, Alternate

Temple City

Mayor Pro Tem Cynthia Sternquist
Councilmember Fernando Vizcarra, Alternate

CLUSTER 4

El Monte

Mayor Pro Tem Juventino "JJ" Gomez
Councilmember Victoria Martinez, Alternate

Diamond Bar

Councilmember Carol Herrera
Councilmember Ron Everett, Alternate

Industry

Councilmember Jeff Parriott
Councilmember Tim Spohn, Alternate

La Puente

Vacant
Councilmember David Argudo, Alternate

South El Monte

Councilmember Hector Delgado
Mayor Pro Tem Willhans A. Ili, Alternate

CLUSTER 5

County of Los Angeles

David C. Rodriguez
(Representing Supervisor Don Knabe)
Michael De La Torre
(Representing Supervisor Mike Antonovich)
Pat Wallach
(Representing Supervisor Gloria Molina)

EXECUTIVE BOARD

Carol Herrera

Executive Board Chair
Cluster 4 - Diamond Bar
Hector Delgado, South El Monte, Alternate

Patricia Wallach

Executive Board Vice Chair
Cluster 5 - El Monte
Michael De La Torre, representing Supervisor Mike Antonovich, Alternate

Paula Lantz

Treasurer/Controller
Cluster 1 - Pomona
Corey Calaycay, Claremont, Alternate

Doug Tessitor

Board Member
Cluster 2 - Glendora
Peggy Delach, Covina, Alternate

Vacant

Board Member
Cluster 3
Margaret McAustin, Pasadena, Alternate

SENIOR MANAGEMENT

Doran J. Barnes

Executive Director

Kevin McDonald

Deputy Executive Director

Rashidi Barnes

Director of Procurement

Jaime Becerra

Director of Safety and Security

Roland Cordero

Director of Facilities

LaShawn Gillespie

Director of Planning

Richard Hasenohrl

Director of Finance

George Karbowski

Director of Maintenance and Vehicle Technology

Joseph Raquel

Director of Information Technology

David Reyno

Director of Government Relations

Linda Somilleda

Director of Customer Service and Operations

Vacant

Director of Marketing and Communications



EXECUTIVE SUMMARY	4
EXECUTIVE SUMMARY & MISSION STATEMENT	5
OVERALL SYSTEM STATISTICS.....	6
Fiscal Year 2012 Initiatives.....	7
Fiscal Year 2013 Initiatives.....	7
SERVICE SUMMARY	8
AGENCY HISTORY	9
STRUCTURE.....	10
FOOTHILL TRANSIT FLEET	11
FOOTHILL TRANSIT FACILITIES.....	11
Service Changes through Fiscal Year 2015.....	12
FY 2012 INITIATIVES	13
OVERALL SYSTEM STATISTICS.....	14
MAJOR INITIATIVES IN FY 2012	17
FY 2013 INITIATIVES	18
OVERALL SYSTEM STATISTICS.....	19
FY 2013 GOALS AND TARGETS	20
MAJOR INITIATIVES FOR FY 2013	22
AGENCY FUNDING	23
FUNDING SOURCES	24
OPERATING REVENUES	25
OPERATING EXPENDITURES	26
CAPITAL BUDGET	27
CAPITAL REVENUE	28
CAPITAL EXPENDITURES	28
CAPITAL CARRY OVER	29
FINANCIAL OUTLOOK	30
FINANCIAL OUTLOOK SUMMARY	31
FIVE-YEAR OUTLOOK.....	32
DEPARTMENT BUDGETS	33
DEPARTMENT BUDGETS AND SUMMARIES.....	34
OPERATIONS.....	35
MARKETING AND COMMUNICATIONS.....	37
PLANNING	39
SAFETY AND SECURITY.....	41
TRANSIT STORES	43
INFORMATION TECHNOLOGY.....	45
FACILITIES.....	46
ADMINISTRATION.....	48
PROCUREMENT.....	50
FINANCE.....	51



FOOTHILL TRANSIT
FY 2013 BUSINESS PLAN
EXECUTIVE SUMMARY





EXECUTIVE SUMMARY & MISSION STATEMENT

EXECUTIVE SUMMARY

Foothill Transit's FY 2013 Business Plan is a combined budget document and Short Range Transit Plan (SRTP) for the organization, projecting that Foothill Transit will operate 695,000 vehicle service hours, essentially matching last year's level of service.

The agency's FY 2013 operating cost, budgeted at \$68.96 million, represents a 6.4 percent increase over FY 2012 projections, and is 3.8 percent higher than the budgeted FY 2012 amount. The primary drivers in the 6.4 percent increase are operations contract increases and a conservative budget for fuel. Transit operations account for 84 percent of Foothill Transit's total operating cost.

Foothill Transit's FY 2013 fare revenue projection is \$18.45 million and represents a 3.9 percent increase over projected FY 2012 levels.

As of the development of this plan, there is still a great deal of uncertainty relative to Federal Transit funding authorization. The current authorization is now in its ninth short-term extension, this time through June 30, 2012.

The state's current proposed budget includes funding to the State Transit Assistance (STA) fund for Fiscal Year 2013. Federal Volumetric Excise Tax Credit revenues have not been budgeted to fund operations in FY 2013 since the legislation that authorizes that funding source expired in December 2011 and its future authorization is uncertain.

Foothill Transit will remain keenly focused on safety, customer service, efficiency and innovation and a number of capital and operating programs in line with this focus will be underway this year. Among these are Park & Ride development within the San Gabriel and Pomona Valleys, and two newly restructured operations and maintenance agreements will be in their first year of implementation at Foothill Transit's Pomona and Arcadia facilities.

Adhering to our mission statement will be crucial as we move forward through the uncertain financial climate at the state and federal levels.

MISSION STATEMENT

The mission of Foothill Transit is to be the premier public transit provider committed to

- safety**
- courtesy**
- quality**
- responsiveness**
- efficiency**
- and
- innovation**



OVERALL SYSTEM STATISTICS

This chart shows a comparison of Foothill Transit's overall system performance for FY 2011, the projected performance for FY 2012, and the targeted performance goals for FY 2013.

Overall System Performance	Passenger Boardings	Fare Revenue	Vehicle Service Hours	Operating Expense
FY 2011 Actual	13,985,056	\$17,238,311	671,178	\$59,827,274
FY 2012 Target	13,800,000	\$17,242,500	690,000	\$66,424,300
FY 2012 Estimate	13,750,000	\$17,750,000	689,000	\$64,800,000
FY 2013 Target	14,000,000	\$18,450,000	695,000	\$68,956,000

Goal	Indicator	FY 2011 Actual	FY 2012 Target	FY 2012 Estimate	FY 2013 Target
Operate a Safe Transit System	Preventable Accidents per 100,000 miles	0.45	0.80	0.45	0.60
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	8.73	7.5	10.7	10.5
	Schedule Adherence	83%	90%	86.5%	90%
	Average Hold Time	0:24	0:50	0:30	0:45
	Miles between Service Interruptions	32,074	15,000	29,200	15,000
Operate an Effective Transit System	Boardings per Service Hour	20.8	20.0	20.0	20.1
	Average Weekday Boardings	46,441	44,000	45,600	46,000
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	\$89.14	\$96.27	\$94.05	\$99.22
	Farebox Recovery Ratio	28.81%	25.96%	27.39%	26.76%



Fiscal Year 2012 Initiatives

- Operations Contract Procurements
- Schedule Adherence Strategy
- Zero-Emissions Line 291
- Future Fleet Size and Composition Strategy
- San Gabriel Valley Park & Rides
- Environmental and Sustainability Management System
- New Media Technology in Advanced Customer Care

BUDGET ORGANIZATION

The FY 2013 Business Plan has been organized into the following sections:

Service Summary: This section provides information about Foothill Transit’s history, the services that are currently provided to the community, and proposed service changes for the coming fiscal years.

Fiscal Year 2012 Accomplishments: This section highlights Foothill Transit’s accomplishments for Fiscal Year 2012 in greater detail and as measured by performance indicators.

Fiscal Year 2013 Initiatives: This section provides Foothill Transit’s targeted performance for several key indicators and agency-wide initiatives for Fiscal Year 2013.

Agency Funding: This section includes Foothill Transit’s operating and capital budget for Fiscal Year 2013.

Departmental Summary: This final section provides the departmentalized operating budget for the agency, including department-specific initiatives for Fiscal Year 2013.

Five-Year Financial Outlook: This section looks ahead and examines the agency’s funding future and budget trends.

Fiscal Year 2013 Initiatives

- Real Time Customer Information
- ISO 14001 Certification
- Website Update
- 25th Anniversary Campaign
- San Gabriel Valley Park & Rides
- Zero Emissions Bus Project
- 30/365 Bus Replacement

AGENCY HISTORY

Foothill Transit was created in 1988 as a unique joint powers authority following the Southern California Rapid Transit District (RTD) announcement of service cuts and fare increases that would negatively impact the San Gabriel Valley. The Los Angeles County Transportation Commission (LACTC) approved Foothill Transit's application to assume operation of 14 lines which were operated by the RTD and was tasked by community leaders to provide superior public transportation while reducing costs and improving local control. Its leadership is comprised of elected representatives of 22 member cities in the San Gabriel and Pomona Valleys and three appointees from the Board of Supervisors of the County of Los Angeles.

Foothill Transit's service began in December 1988 with operation of two fixed-route bus lines absorbed from RTD - Lines 495 and 498. The remaining 12 lines approved by the LACTC were shifted to Foothill Transit operation over a period of five years. The new agency also assumed administration of the Bus Service Continuation Project and began providing service on an additional six lines that were abandoned by the RTD. Analysis of regional transit needs modified existing lines, increasing weekday service, introducing new weekend service, and creating brand new service to connect communities.

In Fiscal Year 2013, Foothill Transit now operates 33 fixed-route local and express lines, covers over 300 square miles in eastern Los Angeles County, and serves approximately 14 million customers each year. This number is up from 9.5 million at the time of Foothill Transit's original application.

At its inception, Foothill Transit relied on contractor-provided operations facilities to maintain its growing fleet. Foothill Transit opened its first agency-owned operations facility in Pomona in 1997. A second facility in Arcadia completed construction in September 2002. And in 2007, the administrative offices moved from leased property to its current address at 100 South Vincent Avenue in West Covina. This purchase of the administrative building enabled the investment of capital dollars to offset ongoing operating costs associated with the lease of the previous office space.

Foothill Transit began converting its diesel-fueled fleet to compressed natural gas in 2002. As of the publication of this business plan, fleet conversion is approaching 100%. Buses are currently on order to replace the remaining diesel powered coaches.

Agency growth continued and in 2007, Foothill Transit launched the region's first cross-valley, high occupancy bus service – the Silver Streak. Covering approximately 40 miles – from Montclair to Grand and Olympic in downtown Los Angeles – the Silver Streak route spends about five percent of its total trip time on surface streets, utilizing freeways and HOV lanes for quick commuting between designated station stops, mimicking the efficiency and speed of light rail. The Silver Streak was also the first public transit service in Southern California to offer customers free mobile WiFi service on all 30 of its 60-foot articulated buses. WiFi service was discontinued in early 2009 due to smart phone advancements and looming operating budget cuts from the state.

Continuing its commitment to adopting low emissions technology, the agency took a bold step in 2010 with the implementation of the first-of-its-kind all-electric, zero-emissions Ecoliner. Funded through the American Recovery and Reinvestment Act of 2009 (ARRA), these vehicles are the first all-electric, heavy duty public transit buses ever to utilize in-route fast charging capability, enabling them to remain in service throughout the day without having to leave the route to be charged before returning to service. Foothill Transit received a \$10.2 million TIGGER II grant in early 2011 to expand the Ecoliner program. This funding will enable the purchase of nine more electric vehicles for use on Line 291, making it the first all-electric, zero-emissions bus line in the county.

The American Public Transportation Association recognized Foothill Transit in 2001 with their "Bus Safety Gold Award," dubbing Foothill Transit the safest transit agency of its size. Foothill Transit was also named "Outstanding Transit System" of its size by APTA in 1993 and 1995. The National Safety Council, Greater Los Angeles Chapter, recognized Foothill Transit in 1995, 1996, 1997, 1998 and 2001 with first-place awards for its safety programs.

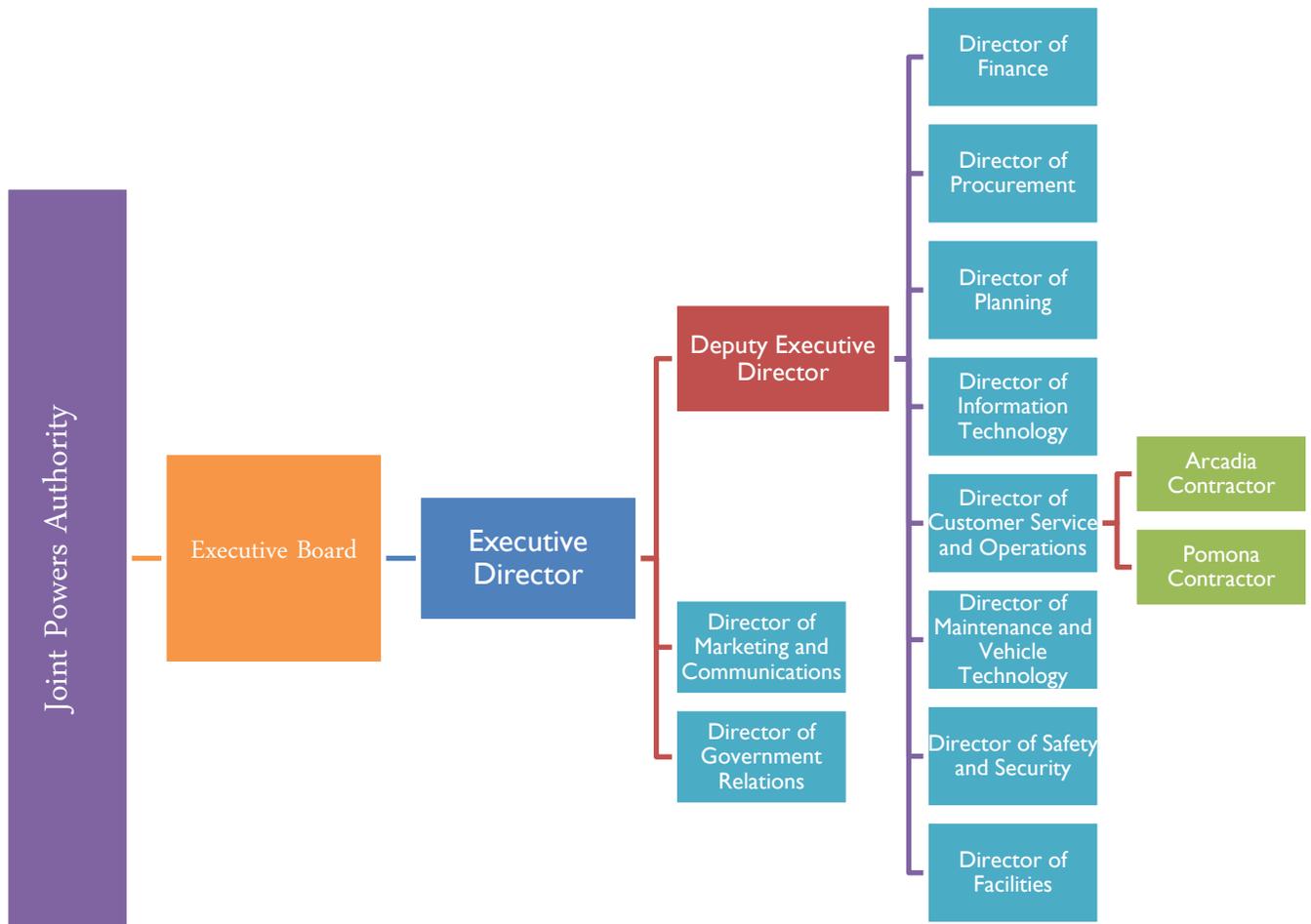


STRUCTURE

General membership in the Foothill Transit Joint Powers Authority includes one city council member and one alternate from each of the 22 cities in the Foothill Transit service area and three appointed representatives for the County of Los Angeles.

A five-member Executive Board governs Foothill Transit: four elected officials representing four clusters of cities, and the fifth member is elected by the Los Angeles County representatives (Cluster Five).

The Board directs policy that is implemented by an administrative staff provided under a management contract, which is currently held by Veolia Transportation.





FOOTHILL TRANSIT FLEET



1100s
23 currently in the fleet
Seats 40
Diesel fueled



1200s
66 currently in the fleet
Seats 41
CNG fueled



1300s
51 currently in the fleet
Seats 40
CNG fueled



1400s
75 currently in the fleet
Seats 40
CNG fueled



1500s
10 currently in the fleet
Seats 40
CNG fueled



1600s
30 currently in the fleet
Seats 58
CNG fueled



1700s
30 currently in the fleet
Seats 40
CNG fueled



1800s
12 currently in the fleet
Seats 40
CNG fueled



1900s
14 currently in the fleet
Seats 38
CNG fueled



2000s
3 currently in the fleet
Seats 35
100% Electric bus

FOOTHILL TRANSIT FACILITIES



West Covina Administrative Offices

100 South Vincent Avenue
West Covina, California

Arcadia Operations and Maintenance Facility

5640 Peck Road
Arcadia, California

Pomona Operations and Maintenance Facility

200 South East End Avenue
Pomona, California



Service Changes through Fiscal Year 2015

At the beginning of FY 2011, Foothill Transit implemented a series of modest service reductions to address the projected structural deficit. Since then, service levels have not changed and no significant service increases or reductions are planned in the coming years.

However, in February 2013 Foothill Transit will participate in the Los Angeles County Congestion Reduction Demonstration (ExpressLanes) Project by adding service on Line 699 and the Silver Streak to meet the ridership increase projected with the implementation of the ExpressLanes Project. Modest adjustments to service may also be implemented to improve systemwide on-time performance and address the numerous long-term detours that have been in effect throughout the service area.

These changes will follow the necessary requirements of service changes including seeking authorization to hold public hearings on the proposed changes, conducting public hearings and required federal analyses prior to making final recommendations to the Governing Board.

Line 699 and Silver Streak

The Los Angeles County ExpressLanes project is scheduled to launch in early 2013. Foothill Transit received funding for the purchase and operation of 12 new buses to meet the projected ridership increase when the High Occupancy Toll Lanes Project is implemented on Interstate 10. The funding supports added service on Line 699 and the Silver Streak between Montclair and downtown Los Angeles. In coordination with L.A. Metro, the goal of the project is to restore efficient movement of commuters along the I10 Busway by supplying added transit and single occupant vehicle capacity on this heavily traveled corridor.

Continued Service Level Alignment

Foothill Transit reduced service levels in 2010 to ensure a balanced budget in light of projected funding subsidy reductions and the struggling state and national economy. Ridership levels were not severely impacted and service productivity has been maintained over the ensuing years. As the economy appears to begin leveling off and should there be job growth in the region, service levels may need to be gradually restored to address possible overcrowding.

Metro Gold Line Extension

Planning for Phase 2A of the Metro Foothill Gold Line light rail extension from the existing Sierra Madre Villa Station in East Pasadena to Azusa continues. The 11.5-mile extension of the Gold Line that will add six stations in the cities of Arcadia, Monrovia, Duarte, Irwindale, and Azusa. Several Foothill Transit lines will be affected by the Gold Line extension which may require a restructuring of the lines including Lines 187 and 690 which serves Montclair, San Dimas, Azusa and Pasadena. A bus interface plan is being developed to identify and plan the changes to these lines in an effort to provide enhanced regional mobility.



FOOTHILL TRANSIT
FY 2013 BUSINESS PLAN
FY 2012 INITIATIVES





OVERALL SYSTEM STATISTICS

Overall System Performance	Passenger Boardings	Fare Revenue	Vehicle Service Hours	Operating Expense
FY 2011 Actual	13,985,056	\$17,238,311	671,178	\$59,827,274
FY 2012 Target	13,800,000	\$17,242,500	690,000	\$66,424,300
FY 2012 Estimate	13,750,000	\$17,750,000	689,000	\$64,800,000

ANALYSIS

Passenger Boardings and Fare Revenues

This year's Business Plan projects level ridership for FY 2012, essentially matching FY 2011 levels. Fare revenue, however, is projected to surpass FY 2011 levels by approximately three percent.

Vehicle Service Hours and Operating Expenses

In Fiscal Year 2011 service levels were reduced service in line with projected operating revenues. These reduced service levels were maintained through FY 2012. Operating expenses in FY 2012 are projected to be below budget at \$64.8 million compared to the budget of \$66.4 million. The primary contributor to the positive budget variance is fuel cost savings.

Goals and Performance Standards

Performance indicators are established annually based on projections of total vehicle service hours, ridership, revenues, and expenses. The estimated boardings per vehicle service hour, farebox recovery ratio and cost per vehicle service hour are derived directly from overall system statistics. The other indicators are estimated based on historical data and current events. Each indicator is discussed on the next page.



OVERALL SYSTEM STATISTICS

Goal	Indicator	FY 2011 Actual	FY 2012 Target	FY 2012 Estimate
Operate a Safe Transit System	Preventable Accidents per 100,000 miles	0.45	0.80	0.45
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	8.73	7.5	10.7
	Schedule Adherence	83%	90%	86.5%
	Average Hold Time	0:24	0:50	0:30
	Miles between Service Interruptions	32,074	15,000	29,200
Operate an Effective Transit System	Boardings per Service Hour	20.8	20.0	20.0
	Average Weekday Boardings	46,441	44,000	45,600
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	\$89.14	\$96.27	\$94.05
	Farebox Recovery Ratio	28.81%	25.96%	27.39%

ANALYSIS

Preventable Accidents per 100,000 Miles

Through the continued focus on safety in FY 2011, Foothill Transit is projected to meet the target of 0.80 preventable accidents per 100,000 miles, ending the year at 0.45 preventable accidents per 100,000 miles. This target is below industry standards for preventable accidents. Safety will continue to be a top priority for Foothill Transit.

Complaints per 100,000 Boardings

Complaints for the current fiscal year are projected to exceed the target of 7.5 per 100,000 boardings at 10.7. While this represents an increase from FY 2011 levels, it is important to note that during FY 2012, enhancements were made to the complaint handling process which provided more efficient complaint collection and response. In addition, the span of hours during which customers had telephone access to customer service representatives were expanded from the previous span of Mon - Fri 8:00am – 5:00pm to the current span of Mon - Fri 7:00am – 9:00pm; Sat 10:00am – 8:00pm; and Sun 11:00am – 6:00pm.

Schedule Adherence

Foothill Transit's SMARTBus System (SBS) continues to create opportunities to significantly enhance systemwide performance, particularly in the area of adherence to schedules. For FY 2012, Foothill Transit is projected to exceed FY 2011 levels but fall below the 90 percent on-time performance target at 86.5 percent. Both operations and maintenance contracts procured during FY 2012 will rely on data from the SBS for both the assessment of penalties and the award of incentives.



Average Hold Time

Average Hold Time for FY 2012 is projected to be well within the goal of 50 seconds at 30 seconds. The improvement of this indicator is a direct result of the revisions made in FY 2010, which allowed the calls coming into the system to be monitored more efficiently. That data has been used to adjust staffing levels.

Average Miles between Service Interruptions

Foothill Transit continued to meet and exceed the performance target of 15,000 miles between service interruptions, set to ensure that customers were not inconvenienced due to a poorly maintained transit vehicle fleet. At 29,200 miles between service interruptions in FY 2012, it is estimated that the performance of this indicator will exceed the target of 15,000 miles between service interruptions.

Boardings per Service Hour

Boardings per service hour are estimated to be slightly below the FY 2011 figure but still meeting the performance target of 20.0.

Average Weekday Boardings

Weekday boardings are projected to average 45,600, exceeding the target of 44,000 set for the fiscal year.

Average Cost per Vehicle Service Hour

Fuel cost savings and operations contract costs that were within budget are the primary drivers in the organization's ability to meet the current fiscal year's targeted average cost per vehicle service hour of \$96.27. The \$94.05 average cost per vehicle service hour for FY 2012 reflects the aforementioned fuel cost savings.

Farebox Recovery Ratio

Farebox Recovery Ratio is one of the two indicators used to measure efficiency by evaluating total fare revenue as a percent of total operating cost. For FY 2012, it is estimated that 27.39 percent of service costs will be paid for directly by the customer. The estimated farebox recovery exceeds the fiscal year Target of 25.96 percent.





MAJOR INITIATIVES IN FY 2012

Operations Contract Procurements

Operations contracts at both the Pomona and Arcadia Operations and Maintenance Yards underwent thorough procurement processes in FY 2012.

Schedule Adherence Strategy

Both operations contracts include incentives to the contractor for surpassing Foothill Transit's 90 percent schedule adherence target and the contracts are structured on payment on a cost per revenue mile basis to encourage and incentivize the vendors to deliver more efficient service. The agency's SMARTBus system is being more fully utilized to monitor and manage on-street service.

Zero-Emissions Line 291

Three zero-emissions electric buses, funded by the American Recovery and Reinvestment Act of 2009, are in operation on Line 291. Nine more electric buses are scheduled for procurement in the coming fiscal year.

Future Fleet Size and Composition Strategy

In FY 2013, the revenue vehicle fleet will increase from 300 to 314 buses and will incorporate upgraded amenities benefiting both local and commuter service customers.

San Gabriel Valley Park & Rides

A formal groundbreaking for a new Industry Park & Ride was held in October 2012, with negotiations underway for other facilities in Azusa, West Covina, and Diamond Bar.

Environmental and Sustainability Management System (ESMS)

The Environmental Management Team completed ESMS training at Virginia Tech and conducted a Gap Audit to highlight current status on compliance with our targeted ISO 14001 certification in FY 2013.

New Media Technology in Advanced Customer Care

Social media initiatives expanded to include the new Foothill Connections Facebook portal and included more streamlined customer information sharing tools to allow for enhanced viral messaging of agency generated information.



FOOTHILL TRANSIT
FY 2013 BUSINESS PLAN
FY 2013 INITIATIVES





OVERALL SYSTEM STATISTICS

During FY 2013, Foothill Transit will continue to focus on the delivery of high quality transit service. The following table shows Foothill Transit’s anticipated service delivery during the upcoming year.

Performance targets for FY 2013 have been adjusted to take into account any operational changes and performance trends during the prior year.

Overall System Performance	Passenger Boardings	Fare Revenue	Vehicle Service Hours	Operating Expense
FY 2012 Target	13,800,000	\$17,242,500	690,000	\$66,424,300
FY 2012 Estimate	13,750,000	\$17,750,000	689,000	\$64,800,000
FY 2013 Target	14,000,000	\$18,450,000	695,000	\$68,956,000

Passenger Boardings and Fare Revenue

Boardings in FY 2013 are projected to increase slightly above FY 2012 levels with what appears to be a slow economic recovery. Fare revenue is projected to increase by 3.9 percent in FY 2013 as a result of the modest ridership increase and the continuing effect of the FY 2011 fare increase and the more accurate fare collection equipment installed on the fleet.

Vehicle Service Hours and Operating Expenses

Service hours are projected to remain relatively flat in FY 2013. Operating Expenses are projected at 6.4 percent above FY 2012 levels as a result of conservative estimates in the cost of fuel in the coming year and increases resulting from the recent procurement of both operations and maintenance contracts.

Goals and Performance Standards

The agency uses several performance indicators to determine Foothill Transit's achievement of its goals. These goals are established annually based on projections of total vehicle service hours, ridership, revenues and expenses. Each goal and its corresponding performance target is provided in the table on the next page.



FY 2013 GOALS AND TARGETS

Goal	Indicator	FY 2012 Target	FY 2012 Estimate	FY 2013 Target
Operate a Safe Transit System	Preventable Accidents per 100,000 miles	0.80	0.45	0.60
Provide Outstanding Customer Service	Complaints per 100,000 Boardings	7.5	10.7	10.5
	Schedule Adherence	90%	86.5%	90%
	Average Hold Time	0:50	0:30	0:45
	Miles between Service Interruptions	15,000	29,200	15,000
Operate an Effective Transit System	Boardings per Service Hour	20.0	20.0	20.1
	Average Weekday Boardings	44,000	45,600	46,000
Operate an Efficient Transit System	Average Cost per Vehicle Service Hour	\$96.27	\$94.05	\$99.22
	Farebox Recovery Ratio	25.96%	27.39%	26.76%

Preventable Accidents per 100,000 Miles

Preventable accidents have been lower than the aggressive FY 2012 target of 0.80 per 100,000 miles and in FY 2013 the target has been lowered even further to 0.60 per 100,000 miles in line with FY 2012 performance trends.

Complaints per 100,000 Boardings

During FY 2012, the process for receiving and responding to customer comments was modified, increasing the span of hours that customers have access to customer service representatives. Prior to September 2011, the customer comment line was available Monday – Friday from 8:00 am – 5:00 pm. In September, the hours were expanded to Monday – Friday 7:00 am – 9:00 pm; Saturday 10:00 am – 8:00 pm; Sunday 11:00 am – 6:00 pm. Along with the expanded hours, the numbers of recorded compliments and complaints have increased. In light of this operational change the proposed target for FY 2013 has been adjusted from 7.5 per 100,000 boardings to 10.5 per 100,000 boardings.

Schedule Adherence

The target for schedule adherence is proposed to remain at 90 percent for FY 2013 as modifications to both operations contracts are implemented to improve on-time performance.

Average Hold Time

Average Hold Time for FY 2012 is projected to be well within the goal of 50 seconds at 30 seconds. In light of this and other operational changes made to the customer comment line, the performance target for FY 2013 has been lowered to 45 seconds.

Average Miles between Service Interruptions

Foothill Transit has met the performance target of 15,000 miles between service interruptions in FY 2012. Maintaining the FY 2013 target at 15,000 miles between service interruptions takes into account both the age of the fleet and the significantly more complex technology on board Foothill Transit's coaches.

Boardings per Service Hour

The FY 2013 Boardings per Service Hour target of 20.1 is a direct calculation of the ratio of projected slightly higher ridership in FY 2013 and relatively flat levels of service.

Average Weekday Boardings

Weekday boardings are projected to increase by approximately 46,000 in in FY 2013 in line with the projected modest increase in overall ridership in the coming year.

Average Cost per Vehicle Service Hour

The FY 2013 Average Cost per Vehicle Service Hour target of \$99.22 is a direct ratio between overall operating expenses and planned service hours during the year.

Farebox Recovery Ratio

The FY 2013 Farebox Recovery Ratio of 26.76 percent is a direct ratio between budgeted fare revenues and operating expenses projected for the year. It takes into account the projected revenue increase expected in FY 2013 in line with projected modest ridership increases.





MAJOR INITIATIVES FOR FY 2013

Environmental and Sustainability Management via ISO 14001 Certification

Foothill Transit is one of a handful of transit agencies to implement an Environmental Sustainability Management System (ESMS) and will be among an even smaller group to seek rigorously applied ISO 14001 certification.

San Gabriel Valley Park & Rides

Negotiations continue with the cities of West Covina, Azusa and Diamond Bar to secure the locations for future park & ride facilities. The City of Industry Park & Ride structure is undergoing construction and is scheduled for completion in FY 2013.

Zero Emissions Bus Project

Procurement of an additional nine zero-emissions electric buses to completely electrify Line 291 is planned in FY 2013, making it the first all-electric bus line in Southern California.

25th Anniversary Campaign

In 2013, Foothill Transit will enter its 25th year of service with a customer-centric anniversary campaign highlighting the importance of Foothill Transit's relationship with the community.

Website Update

The Foothill Transit website has become a focal point in our customer communications. New technologies and design elements will be incorporated to bring it up to date with current website standards.

Real Time Customer Information

Providing customers with accurate real time bus arrival information will be a priority addition to the agency's customer communications platform in FY 2013.

30/365 Bus Replacement

Foothill Transit will put in motion a steady vehicle replacement plan of 30 buses per year, which stabilizes the fleet age and bus mileage to reduce costs and promote efficiency.



FOOTHILL TRANSIT
FY 2013 BUSINESS PLAN
AGENCY FUNDING





FUNDING SOURCES

American Recovery and Reinvestment Act of 2009 (ARRA)

ARRA was approved by Congress to stimulate the economy by infusing money for capital improvements into the economy. These funds were directed to various government agencies including transit providers. Foothill Transit was allocated approximately \$21M. Foothill Transit's projects included a Zero Emission Electric Bus Project, solar energy projects, and various energy efficient improvements to the agency's facilities.

Proposition A 40% (Discretionary)

These funds are derived from a 1980 voter-approved local sales tax ordinance. The funds are allocated by Metro, to fixed-route operators serving Los Angeles County by the Formula Allocation Procedure (FAP) and are used to supplement Foothill Transit's operating budget.

Proposition A Bus Service Continuation Program (BSCP)

Foothill Transit receives funds from Metro on a formula-equivalent basis for the BSCP lines (195, 197, 291, 292, 492, and 494). The funds are derived from Proposition A 40 percent growth-over-inflation funds.

Auxiliary Revenue

Foothill Transit operates a park and ride shuttle service for the Rose Bowl and a Dial-a-Ride service for the City of Monrovia. These services are not part of Foothill Transit's normal transit operation. The revenue is classified as auxiliary revenue and the expenses are accounted for as Special Services and Dial-A-Ride.

Proposition C 40% MOSIP (Municipal Operators Service Improvement Program)

This program began in 2002 by Metro Board action to improve service to transit users countywide. This funding was to expire after the initial five year period and has subsequently been approved for annual funding indefinitely.

Proposition C 40% (Discretionary)

These funds are derived from a 1990 voter-approved sales tax ordinance. Programs funded by Proposition C Discretionary include the Bus System Improvement Plan (BSIP) Overcrowding Relief on Lines 480/481 and 707 (Silver Streak), Base Restructuring on Lines 497/498, local Saturday service on various lines, and Transit Service Expansion (TSE) on Line 690.

Measure R

These funds are derived from a November 2008 voter-approved local sales tax ordinance. The funds are allocated by Metro to fixed-route operators serving Los Angeles County by the Formula Allocation Procedure (FAP).

Other Funding

Based on the 1996 legislation included in SB1755, fixed-route operators in Los Angeles County are entitled to a proportionate amount of funds each time Metro allocates additional revenues to its bus operating budget.

Transportation Development Act Funds (TDA)

These funds are derived from the state Local Transportation Fund (LTF) and are allocated by Metro using the Formula Allocation Procedure. These funds can be used for capital and operating purposes,

State Transit Assistance (STA)

These funds are derived from sales and use taxes on diesel fuel and gasoline and can be used for capital and operating purposes. In order to use these funds for operations, Foothill Transit must pass the eligibility test administered annually.

Section 5307 Formula Funds

These capital funds are allocated by Metro to fixed-route operators in Los Angeles County based on the Capital Allocation Procedure (CAP) derived from Vehicle Service Miles and Passengers. Foothill Transit must provide a 20 percent local match to all federally-approved grants.

Section 5307 15% (Discretionary)

These funds are taken out of the federal allocation of Section 5307 before it is distributed during the CAP process described above.

Section 5309

These discretionary funds are requested during the annual federal appropriations process for specific capital projects.



OPERATING REVENUES

	FY 2011 Actual	FY 2012 Budget	Actual Through Dec 2011	FY 2012 Estimate	FY 2013 Budget
Fare Revenue:					
Farebox	\$10,962,900	\$ 11,719,600	\$ 5,686,900	\$ 12,140,000	\$ 12,540,000
Pass Sales	3,031,400	2,658,400	1,553,500	2,730,500	2,844,500
MetroCards	2,082,300	1,422,600	1,004,300	1,522,200	1,522,200
MetroLink	33,000	26,500	25,800	28,400	28,400
EZ Transit Passes	1,246,900	1,415,400	1,006,500	1,324,500	1,514,500
Total Fare Revenue	17,356,500	17,242,500	9,277,000	17,745,600	18,449,600
Non-Fare Revenue:					
TDA	5,492,300	14,000,000	8,716,800	13,418,400	17,254,600
TDA (Prior Year)	-	7,717,200	-	-	-
Prop A Discretionary	12,740,800	12,000,000	6,707,100	13,414,200	13,026,300
Prop A BSCP	2,668,000	2,900,000	1,898,400	3,864,200	4,722,500
Transit Security	543,800	600,000	308,900	617,600	711,500
Prop C Restructuring	1,741,100	1,700,000	887,900	1,775,700	1,813,700
Prop C Line 690	290,100	290,000	148,000	296,000	302,200
Prop A & C Interest	(11,000)	-	-	-	-
Prop C BSIP	810,600	811,000	413,400	826,700	844,400
STA	5,280,800	3,250,000	1,647,800	4,310,100	4,060,100
Measure R	7,410,700	6,290,000	4,389,700	8,779,300	7,082,500
Federal Section 5307	-	-	1,311,600	-	-
ARRA Preventive Maintenance	4,239,600	-	-	-	-
ARRA 10% Admin	8,000	-	-	-	-
CMAQ (HOV Service)	-	-	-	-	1,000,000
Auxiliary Revenue	1,893,400	1,500,000	909,900	1,500,000	1,500,000
Non-Operating Revenue	43,108,200	51,058,200	27,339,500	48,802,200	52,317,800
Total Revenue	\$60,464,700	\$ 68,300,700	\$36,616,500	\$ 66,547,800	\$ 70,767,400



OPERATING EXPENDITURES

	FY 2011 Actual	FY 2012 Budget	Actual Through Dec 2011	FY 2012 Estimate	FY 2013 Budget
Operating Expenses:					
Operations & Maintenance	\$50,322,100	\$ 56,172,700	\$25,644,600	\$ 55,804,300	\$ 57,708,500
Marketing & Communication	1,268,800	1,594,500	699,000	1,398,000	1,797,900
Planning	596,200	686,600	236,800	473,500	951,200
Safety & Security	643,100	803,000	324,500	649,000	945,900
Transit Stores	1,692,300	1,748,400	851,900	1,703,800	1,847,200
Administration	2,204,700	2,415,900	764,100	1,529,800	1,929,400
Procurement	-	-	230,400	460,800	866,800
Finance	1,050,700	1,264,200	609,900	1,219,800	1,303,200
Information Technology	1,260,600	1,739,000	780,100	1,560,200	1,605,900
Total Operating Expense	59,038,500	66,424,300	30,141,300	64,799,200	68,956,000
Non-Operating (Revenues) Expenses:					
Federal Security Program	-	(1,252,765)	(99,700)	-	(1,252,765)
Special Services	224,800	575,000	80,100	325,000	325,000
Dial-A-Ride	656,300	575,000	362,000	750,000	750,000
Facilities Management	545,100	726,400	336,800	673,600	736,400
Regional Transit Safety Program	-	1,252,765	99,700	-	1,252,765
Total Non-Operating Expense	1,426,200	1,876,400	778,900	1,748,600	1,811,400
Total Expenditures	\$60,464,700	\$ 68,300,700	\$ 30,920,200	\$ 66,547,800	\$ 70,767,400



FOOTHILL TRANSIT
FY 2013 BUSINESS PLAN
CAPITAL BUDGET





CAPITAL REVENUE

Foothill Transit's FY 2013 Capital Budget is presented in this section. Below is the table that details the agency's main sources of Capital Revenue from both the prior year carry-over and the Fiscal Year 2013 allocation.

Funding Sources	Amount Carried Over	FY 13 Allocation	Total
Section 5307 Formula	\$ 1,707,900	\$ 13,539,900	\$ 15,247,800
ARRA	475,000	-	475,000
TDA	650,000	-	650,000
MOSIP	1,364,500	4,302,200	5,666,700
Measure R Capital	667,700	-	667,700
I-B Bonds	3,752,200	-	3,752,200
Excise Tax Credit	1,910,000	1,000,000	2,910,000
Total Capital Funding Sources	\$ 10,527,300	\$ 18,842,100	\$ 29,369,400

CAPITAL EXPENDITURES

Foothill Transit's Capital Expenditures are detailed in the table below. A number of major initiatives will be underway this year. Among these are the construction of the Park & Rides, anticipated procurement of new Compressed Natural Gas (CNG) buses, nine more electric buses; and facility enhancements, among other initiatives.

Buses:	
9 Fleet Expansion Buses	\$ 6,050,000
30 Fleet Replacement Buses	18,800,000
Facilities:	
Water Saving Bus Wash	375,000
Pomona Rehabilitation and Dispatch	100,000
CNG Compression Station Upgrades - Arcadia	1,000,000
Other:	
Real Time Passenger Information	350,000
Start-up Equipment - Pomona Facility	250,000
Bus Simulator - Arcadia	250,000
Fleet Heavy Maintenance	500,000
Disaster Recovery Infrastructure	150,000
Software Upgrade and Design	100,000
IT Infrastructure	350,000
Non-Revenue Vehicles	575,000
Website Redesign	100,000
Farebox Test Laboratory	50,000
Total FY 12-13 Capital Program	\$ 29,000,000
Capital Equipment Fund	369,400
Total Capital Programs	\$ 29,369,400



CAPITAL CARRY OVER

The FY 2013 Capital Budget Carryover includes capital projects approved in prior fiscal years. These projects have not been completed and are carried over to the current fiscal year. These amounts are not included in the FY 2013 budget because they were allocated and approved in prior fiscal years. However, if funds are remaining at the conclusion of the projects, the remaining amounts will be added as available funds in the next fiscal year.

Capital Programs	Budget	Expenditures	Balance
Buses:			
Destination Signs	\$1,300,000	\$1,071,746	\$228,254
Traffic Signal Priority	1,500,000	1,476,008	23,992
Electric Bus Project - ARRA	7,984,202	7,831,159	153,043
Replacement Buses	13,700,000	123,823	13,576,177
12 New Buses (HOV)	7,461,000	7,305,825	155,175
Replacement Buses	14,815,650	-	14,815,650
9 Electric Buses+ Charging Equip	11,300,000	2,575	11,297,425
Bus Cooling System Retrofit	1,524,500	1,296,705	227,795
Facilities:			
Pomona CNG Capital Lease	1,300,000	275,000	1,025,000
Bus Stop Enhancement Program (BSEP)	2,425,000	1,369,017	1,055,983
Facility Repairs & Improvements	1,660,000	1,108,544	551,456
Water-Saving Bus Wash Facilities	700,000	696,325	3,675
Solar Project - Arcadia & Pomona	3,640,657	3,148,795	491,862
Pomona Rehab + Dispatch	1,000,000	-	1,000,000
Admin Office Maintenance & Upgrades	1,000,000	155,026	844,974
Resurface Admin Building Parking Lot	1,000,000	527,027	472,973
Admin Facility Security Hardening	1,893,240	313,309	1,579,931
Azusa Park and Ride	9,490,400	494,370	8,996,030
City of Industry Park & Ride	14,904,300	2,306,484	12,597,816
West Covina Park & Ride	12,938,310	8,301	12,930,009
Transit Center - West Covina	5,000,000	-	5,000,000
Seal Precast Panels (Facility Repairs)	170,000	-	170,000
Other:			
Executive Information System	600,000	252,286	347,714
I.T. Infrastructure	500,000	341,881	158,119
Non-Revenue Vehicles	258,500	118,706	139,794
Security Equipment	250,000	84,103	165,897
Financial Software	300,000	191,857	108,143
Route Scheduling Software	950,000	821,882	128,118
Web Page Development	150,000	55,339	94,661
Office Equipment/Furniture	155,355	29,713	125,642
Bus Video Security Equipment	712,810	333,452	379,358
Virtual Computer Server	500,000	497,043	2,957
Point of Sale (POS) software/hardware	100,000	12,969	87,031
Bus Stop Customer Information	250,000	-	250,000
Network Infrastructure	300,000	260,657	39,343
Document Imaging Equipment/Software	300,000	-	300,000
Phone System Upgrade	250,000	30,657	219,343
Bus Video Security Equipment	900,000	12,241	887,759
Bus Rooftop Safety Equip	120,000	-	120,000
Customer Care Center/Furniture & Equip	250,000	-	250,000
Office Desktop Software	50,000	44,002	5,998
SBS Operating System Upgrade	100,000	-	100,000
TOTALS	\$123,703,924	\$32,596,827	\$91,107,097



FOOTHILL TRANSIT
FY 2013 BUSINESS PLAN
FINANCIAL OUTLOOK





FINANCIAL OUTLOOK SUMMARY

Foothill Transit annually updates its Five-Year Financial Outlook to assist with the organization's financial planning. In previous years a 15-Year Plan has been prepared, but because of economic uncertainties and the state's inability to prepare a budget plan to address the multi-billion dollar deficit, it is difficult to prepare meaningful projections beyond five years.

The Metro Board approved changes to the Funding Allocation Procedure (FAP) that allow regional transit operators to increase fares without the risk of a reduction in their FAP allocation. The Metro Board also approved the Municipal Operators Service Improvement Plan (MOSIP) funding indefinitely, securing annual funding of approximately \$4 million. This funding source had previously been subject to annual board approval.

Foothill Transit and a number of other municipal operators in Los Angeles County receive State Transit Assistance (STA) funding and other sales tax related revenues allocated by the Los Angeles County Metropolitan Transportation Authority (Metro) using the FAP. While these revenues follow consumer demand (purchases) they have been difficult to forecast with any degree of certainty because of the economy and the California budget crisis.

As stated previously, the total available subsidy funding will follow consumer demand which is showing signs of improvement; however each municipal operator's FAP allocation is subject to changes in fares and service levels implemented by other operators.

Major Assumptions:

- All sales tax revenues (TDA, Proposition A and Measure R) have been increased by 2.5 percent annually beginning in FY 2013.
- Fare revenues have been increased by 1.5 percent in FY 2016 and FY 2017.
- Costs have been increased by two percent except fuel and the Pomona and Arcadia operating contracts.
- Operating costs (Pomona and Arcadia operations contracts) which are constrained by the Consumer Price Index (CPI) have been budgeted at four percent annual increases.
- Service level changes have not been included in the forecast; service will remain at current levels.
- No fare increases have been included.
- Interest income is at times allocated by Metro, but only when Metro allocates this revenue source to its own operations. This funding of approximately \$2-\$3 million annually when received, has not been included. This revenue source has historically been allocated intermittently by Metro and because of its unreliable nature and current low interest rates, this revenue was not included in the Five-Year Outlook.
- Foothill Transit will continue to purchase and operate CNG and electric buses.
- The state of the economy is projected to improve slightly, however it is still in a very fragile state and the current improvement trend could be derailed.
- Fuel costs have been increased by five percent annually because of current and possible future unrest in the Middle East.

At current service levels the resulting operating budgets for FY13 through FY17 have projected a modest deficit totaling approximately \$290,000. The state of the economy changes daily with different agencies – local, county, state and federal – indicating further financial uncertainty. Should any surplus be generated in the operating program, these funds could be used for service enhancements and/or capital improvements such as fleet replacement.

Foothill Transit's capital programs are funded primarily with Federal Section 5307 formula funds which have averaged \$12.5 million annually; and Municipal Operator Service Improvement Program (MOSIP) from Metro. The Metro Board has approved MOSIP funding indefinitely, and this funding source is used to meet the required 20 percent local match for federally funded capital projects. Foothill Transit's bus replacement plan calls for annual 30-bus purchases every year. The Five-Year Outlook indicated sufficient funding for these buses. It should be noted that bus replacements are budgeted as soon as buses are eligible for replacement and actual replacement can be delayed.

While the five year forecast is a valuable tool for planning the future of the organization, it is limited due to the uncertainties of the various funding sources. Revenue from State funding sources appears to be in question, and again it is impossible to assume with any level of certainty the level of potential funding or timing of this funding. This update has been developed with the most accurate information available and it will change as regional and statewide programs evolve.



FIVE-YEAR OUTLOOK

Revenue:	FY 13	FY 14	FY 15	FY 16	FY 17
	Proposed	Plus 2.5%			
Farebox	18,449,600	18,449,600	18,449,600	18,726,344 ¹	19,007,239
TDA	17,254,600	17,685,965	18,128,114	18,581,317	19,045,850
TDA (Prior Year)	-	1,100,000	2,200,000	4,000,000	5,000,000
Prop A Discretionary	13,026,300	13,351,958	13,685,756	14,027,900	14,378,598
BSCP	4,722,500	4,840,563	4,961,577	5,085,616	5,212,756
Prop C Security	711,500	729,288	747,520	766,208	785,363
Prop C (Base Restructuring	1,813,700	1,859,043	1,905,519	1,953,157	2,001,985
Prop C (Line 690)	302,200	309,755	317,499	325,436	333,572
Prop C (BSIP)	844,400	865,510	887,148	909,326	932,060
STA	4,060,100	4,161,603	4,265,643	4,372,284	4,481,591
Measure R	7,082,500	7,259,563	7,441,052	7,627,078	7,817,755
CMAQ	1,000,000	1,000,000	1,000,000	-	-
Auxiliary Revenue	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Subtotal	70,767,400	73,137,845	75,540,051	77,847,666	80,496,769

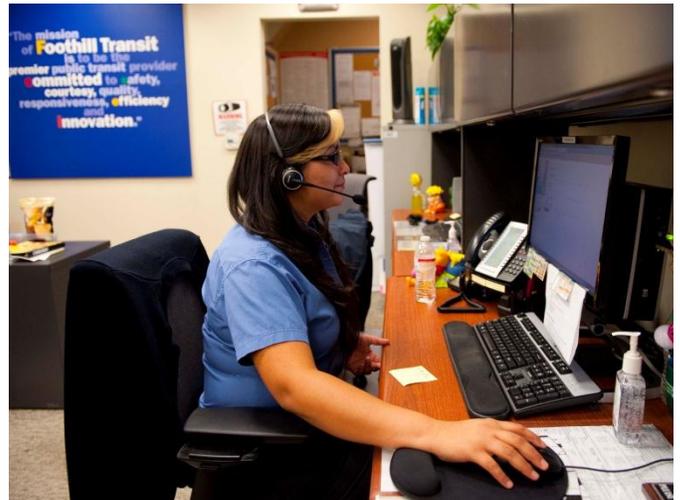
Expenditures:	FY 13	FY 14	FY 15	FY 16	FY 17
	Proposed	Plus 2.0%			
Operations and Maintenance:					
Arcadia	24,459,600	25,437,984 ²	26,455,503 ²	27,513,723 ²	28,614,272
Pomona	21,865,100	22,739,704 ²	23,649,292 ²	24,595,264 ²	25,579,074
Fuel	9,474,600	9,948,330	10,445,747	10,968,034	11,516,436
Admin	1,909,200	1,947,384	1,986,332	2,026,058	2,066,579
SUBTOTAL	57,708,500	59,789,164	61,948,501	64,189,567	66,515,538
Marketing and Communications	1,797,900	1,833,858	1,870,535	1,907,946	1,946,105
Planning	951,200	970,224	989,628	1,009,421	1,029,609
Safety and Security	945,900	964,818	984,114	1,003,797	1,023,873
Transit Stores	1,847,200	1,884,144	1,921,827	1,960,263	1,999,469
Administration	1,929,400	1,967,988	2,007,348	2,047,495	2,088,445
Procurement	866,800	884,136	901,819	919,855	938,252
Finance	1,303,200	1,329,264	1,355,849	1,382,966	1,410,626
Information Technology	1,605,900	1,638,018	1,670,778	1,704,194	1,738,278
Special Services	325,000	331,500	338,130	344,893	351,790
Dial-A-Ride	750,000	765,000	780,300	795,906	811,824
Property Management	736,400	751,128	766,151	781,474	797,103
Subtotal	70,767,400	73,109,242	75,534,981	78,047,776	80,650,911
Surplus (Deficit)	0	28,603	5,071	(173,110)	(154,142)

¹ 1.5% anticipated ridership increase

² 4% maximum annual increase per current contract



FOOTHILL TRANSIT
FY 2013 BUSINESS PLAN
DEPARTMENT BUDGETS





DEPARTMENT BUDGETS AND SUMMARIES

Foothill Transit's operating budget for FY 2013 is presented in this section. A brief description of each department has been provided. A list of each department's specific initiatives for FY 2013 is presented and the operating budget for each department is shown. The department budgets are presented in the following order:

- Operations and Maintenance
- Marketing and Communications
- Planning
- Safety and Security
- Transit Stores
- Information Technology
- Facilities
- Administration
- Procurement
- Finance

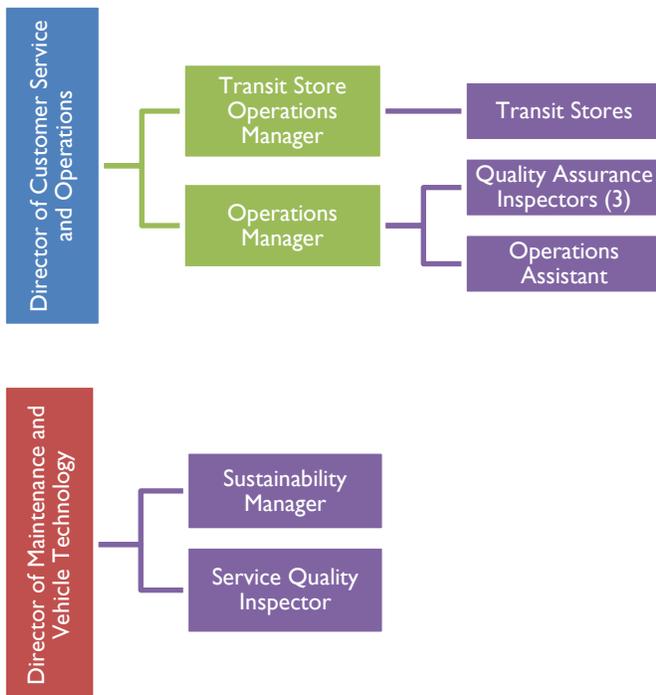


OPERATIONS AND MAINTENANCE

In FY 2013, the Operations and Maintenance Department will be divided into two new departments – Customer Service and Operations, and; Maintenance and Vehicle Technology -- to more effectively focus on key components of the agency’s mission statement.

Customer Service and Operations will ensure the safe and efficient daily operation of Foothill Transit service, focusing specifically on the customer experience and applied enforcement of agency standards for operational performance.

Maintenance and Vehicle Technology will oversee regular preventative vehicle maintenance and the development of the natural gas bus program and the electric bus program and the specification and purchase of new fleet vehicles.



FY 2012 ACCOMPLISHMENTS

- Offset 100% of the energy used to charge the Ecoliner through Renewable Energy Certificates
- Placed 26 new NABI CNG buses into revenue service
- Recipient of the Irwindale Chamber of Commerce’s 2011 Environmental Innovation Award
- Provided premium Rose Bowl and Hollywood Bowl Special Services
- Continued operation of the public access stations
- Sustained membership on several APTA and CTA committees and spoke at several conferences
- Completed on-site bus vehicle inspections at NABI
- Continued City of Monrovia Dial-a-Ride fleet inspection services
- Planned and executed the Annual Bus Rodeo
- Established the first position at Foothill Transit fully devoted to sustainability
- Received APTA Sustainability Commitment Silver Level Status
- Wrote agency’s first electric bus specification

FY 2013 INITIATIVES

- Oversee Pomona and Arcadia Operations and Maintenance contracts
- Purchase nine additional Ecoliner electric buses to fully electrify Line 291
- Initiate 30 vehicle per year fleet replacement plan
- Conduct fleet maintenance and operator audits
- Continue City of Monrovia Dial-a-Ride fleet inspection services
- Continue staff participation on APTA and CTA committees
- Maintain operation of two public access stations
- Continue to provide Special Service to the Rose Bowl
- Apply for and manage bus procurement grant funding
- Assist in the implementation of the Environmental Management System
- Purchase Renewable Energy Certificates to offset Ecoliner charging



Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2013 Budget
5001	Arcadia Express Lines	\$7,803,212	\$6,158,100	\$7,738,843	\$7,386,900
5002	Arcadia Local Lines	15,018,665	18,572,100	17,340,290	17,072,700
5003	Pomona Express Lines	5,408,413	6,075,100	6,053,869	6,840,700
5004	Pomona Local Lines	14,216,000	14,905,200	15,632,338	15,024,400
5020	Fuel - CNG Irwindale	2,094,073	2,672,400	2,516,251	3,264,000
5025	Fuel - CNG Pomona	3,481,344	4,829,400	3,784,148	4,620,600
5030	Diesel - Irwindale	884,206	1,004,100	818,653	1,500,000
5035	Fuel Electricity	19,204	125,000	60,526	90,000
5040	Gas and Lubricants	42,494	60,000	39,760	60,000
5100	Management Service Fee	910,999	1,078,800	1,307,690	1,311,200
5230	Consulting	-	-	-	5,000
5260	Professional/Technical	35,069	97,000	39,312	68,000
5411	Bus Rodeo	25,110	55,000	-	35,000
5430	Dues and Subscription	1,178	1,700	1,092	1,700
5441	General Mail	426	1,100	99	600
5500	Postage - Pitney Bowes	4	600	-	300
5540	Tires	775	10,000	-	10,000
5550	Travel and Meeting	20,346	35,000	11,190	20,000
5560	Uniforms	-	-	285	300
5570	Vehicle Washing	6,836	10,100	8,289	10,100
5700	Office Building	58,896	64,600	54,153	62,500
5720	Other Misc Contractual Services	49,761	49,800	108,710	47,500
5730	Other Misc. Expenses	2,818	30,000	9,416	10,000
5740	Other Services	197,118	248,000	214,713	200,000
5800	Clothing Supplies	1,790	4,500	-	4,500
5860	Other Materials and Supplies	840	1,000	-	1,000
5890	Safety Supplies	269	1,500	-	1,000
5910	Tools	1,272	10,000	-	5,000
5950	Repair and Maint Other Equip	228	3,000	2,088	3,000
5970	Repair and Maint Vehicles	17,813	40,000	16,128	20,000
5991	Security	-	2,000	-	2,000
6130	Telephone	22,940	27,600	19,848	20,500
6600	Special Services	-	-	26,588	10,000
Total		\$50,322,100	\$56,172,700	\$55,804,279	\$57,708,500



MARKETING AND COMMUNICATIONS

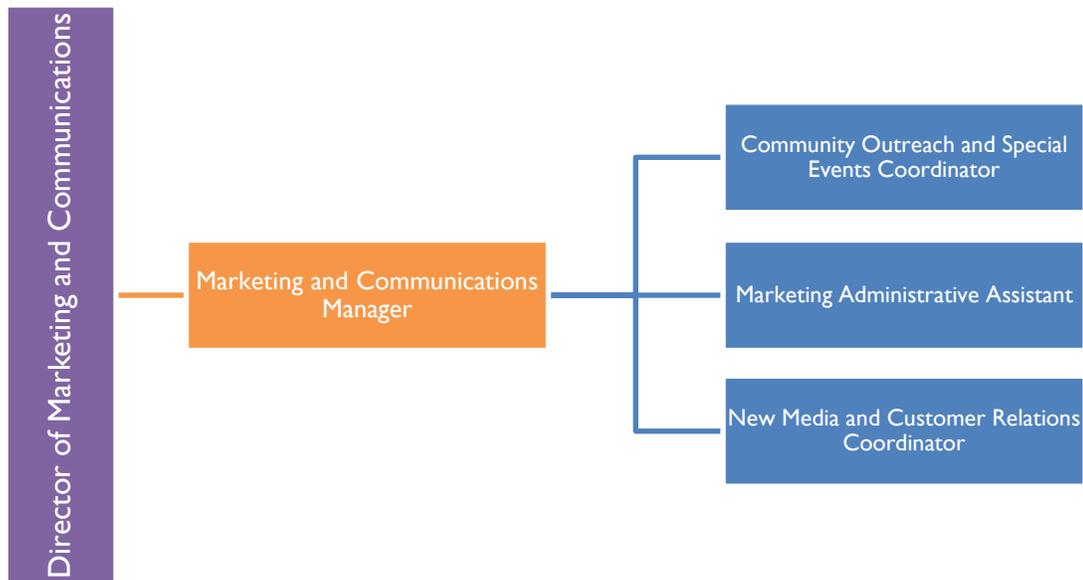
The Marketing and Communications Department exists to support and promote Foothill Transit's services. The primary responsibility of the department is to communicate information to existing and potential customers and encourage them to ride Foothill Transit. We do this through advertising, community relations, media exposure, special events, on-board notices, interior cards, the Bus Book, and website. The Marketing Department is also responsible for heightening the public's awareness of Foothill Transit and increasing ridership. The department's main focus is to promote how the organization meets its goals of providing outstanding customer service and operating a safe, effective and efficient transit system. Foothill Transit will continue to utilize a combination of print, cable TV, and direct mail to reach our markets.

FY 2012 ACCOMPLISHMENTS

- Implemented new media communication tools
- Maintained a strong community outreach program
- Expanded the availability of the E Bus Book through social service and community outlets
- Executed the Industry Park and Ride Groundbreaking
- Established full-time New Media and Customer Relations Coordinator position

FY 2013 INITIATIVES

- Launch Footnotes as an e-newsletter
- Redesign the Foothill Transit website
- Expand new media outreach to incorporate new technologies, targeting specific audiences
- Develop and implement the 25th Anniversary marketing and promotional campaign
- Incorporate new real time customer information system into overall marketing and communications program





Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2013 Budget
5100	Management Service Fee	\$539,400	\$555,500	\$555,500	\$572,200
5230	Consulting	155,719	300,000	215,513	325,000
5260	Professional and Technical	118,582	24,100	21,643	77,500
5300	Advertising and Promotion	2,802	30,000	-	15,000
5330	Community Sponsorship	38,586	40,800	59,696	60,000
5350	General Advertising	105,742	200,000	288,941	300,000
5360	Luncheon and Dinners	-	2,000	-	-
5370	Promotional item	33,868	75,000	7,233	75,000
5380	Special Events	69,294	20,000	9,649	95,000
5411	Employee Appreciation	-	-	-	10,000
5430	Dues and Subscription	4,188	6,000	990	6,000
5441	General Mail	3,577	11,600	3,016	9,600
5500	Postage - Pitney Bowes	1,378	3,000	-	2,500
5550	Travel and Meeting	10,634	15,200	22,820	15,200
5700	Office Building	50,850	67,200	51,526	65,000
5720	Other Misc. Contractual Service	990	-	1,193	800
5730	Other Misc. Expenses	440	20,000	1,934	1,000
6130	Telephone	10,837	23,900	8,015	7,700
6210	Bus Pass Sales Commission	23,723	44,000	12,123	20,000
6220	Cluster Breakfast	736	2,600	497	3,800
6230	Footnotes	38,654	35,000	31,918	35,000
6240	Interior Cards	35,178	40,000	36,003	40,000
6241	Invitations	-	5,000	-	-
6250	Marketing Supplies	1,913	3,600	11,870	6,600
6260	Passes	4,000	20,000	44,000	20,000
6270	Photography	928	5,000	-	5,000
6280	Printing Charges	16,410	35,000	13,901	25,000
6290	Reprints of Brochures	406	10,000	-	5,000
Total		\$1,268,834	\$1,594,500	\$1,397,981	\$1,797,900





PLANNING

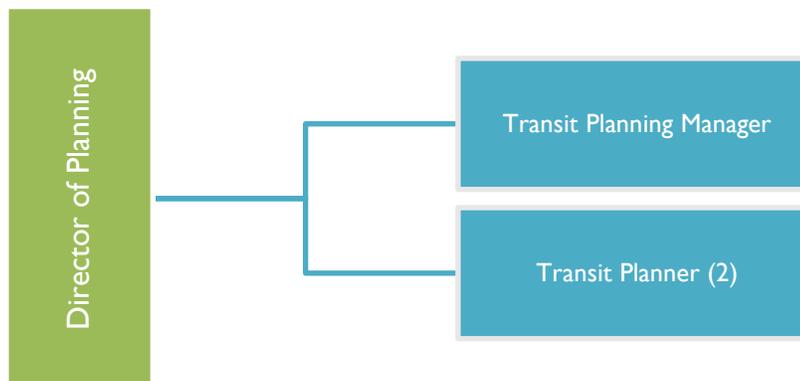
The Planning Department is responsible for route planning, system performance monitoring, and coordination with member cities and neighboring transit systems in the design and construction of transit-related projects. The department also projects service levels and budgets and monitors actual costs related to Foothill Transit's two service contractors.

FY 2012 ACCOMPLISHMENTS

- Developed route statistics to support procurement of operations contracts including transition from compensation based on revenue hour to revenue mile.
- Implemented Hastus 2011 software upgrade
- Provided support in evaluation of Downtown Layover scenarios
- Launched the 2012 Bus Stop Enhancement Program
- Continued participation in Gold Line Phase II Extension construction planning
- Continued staff participation in APTA and CTA activities
- Provided support for additional Ecoliner scheduling
- Responded to and provided support for the 2011 Federal Transit Administration Triennial Review
- Initiated process to adjust Silver Streak fares for Silver Corridor
- Submitted Title VI Four-Factor Analysis to Federal Transit Administration
- Initiated plans for Google Transit Real Time application
- Participated in Real Time Customer Information Project
- Implemented several long term detours resulting from various road construction projects
- Participated in Foothill Transit Park and Ride service planning

FY 2013 INITIATIVES

- Participation in City of Pomona Bicycle Master Plan/Active Transportation Plan
- Participation in Pomona Bus Stop Shelter Program
- Continue work to achieve 90% On Time Performance
- Complete Scheduling Software Upgrade
- Implement Silver Streak Fare Pilot Program
- Enhance Title VI Compliance Program



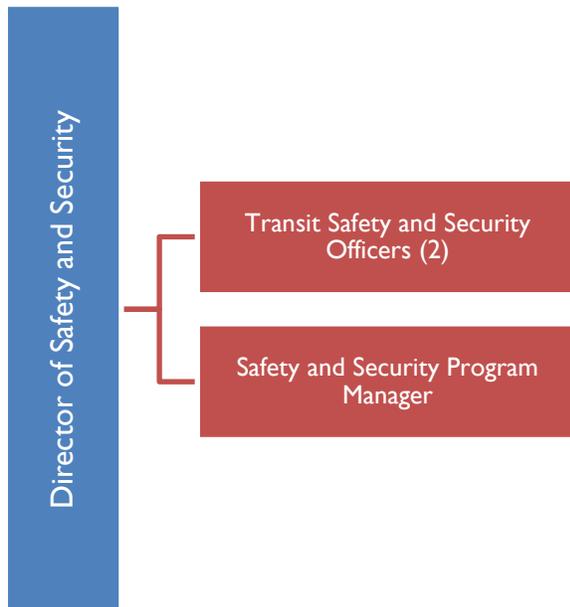


Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2013 Budget
5100	Management Service Fee	\$361,600	\$372,400	\$372,400	\$483,600
5230	Consulting	-	30,000	-	15,000
5260	Professional/Technical	-	10,000	-	10,000
5430	Dues and Subscription	100	400		400
5441	General/Express Mail	12	1,000	37	1,000
5500	Postage - Pitney Bowes	0	400	-	400
5530	System Map	-	-	-	50,000
5550	Travel and Meeting	9,754	12,500	16,807	20,500
5700	Office Building	30,816	37,000	28,335	35,800
5720	Other Misc. Contractual Services	625	-	754	600
5730	Other Misc. Expenses	-	100	-	100
5860	Other Material and Supplies	-	6,000	-	6,000
5880	Planning Supplies	-	10,000	-	40,000
6130	Telephone	4,626	6,800	3,186	12,800
6200	Bus Book Printing	188,655	200,000	51,980	275,000
Total		\$596,188	\$686,600	\$473,500	\$951,200



SAFETY AND SECURITY

The Safety and Security Department is responsible for developing and coordinating proactive, creative, and cost-effective strategies to provide for the safety and security of Foothill Transit customers and personnel. The Department maintains partnerships with local public safety agencies, Homeland Security, staff and other regional stakeholders in assessing and mitigating threats and vulnerabilities.



FY 2012 ACCOMPLISHMENTS

- Successfully acquired State of California Prop 1B funds for critical capital security improvement projects
- Sponsored/hosted American Red Cross certified First Aid/CPR training for frontline staff
- Updated Foothill Transit's Threat & Vulnerability Assessment, Transit Safety & Security plans, and Emergency Operations/Response plans
- Worked in collaboration with the U.S. Department of Homeland Security and the Transit Security Administration to bring multi-agency VIPR Teams into the Foothill Transit service area
- Conducted emergency management exercises and drills as part of the ongoing effort to train all personnel in critical incident response and management
- Successfully conducted the Administrative Building Fire Emergency Evacuation drill of contract staff and tenants
- Represented Foothill Transit as an organizational member of the Federal Bureau of Investigation's InfraGard program, the San Gabriel Valley Community Awareness & Emergency Response (SGVCAER) group, the American Society of Industrial Security (ASIS), the Business Industry Council on Emergency Preparedness and Planning (BICEPP), and the Emergency Network Los Angeles (ENLA)

FY 2013 INITIATIVES

- Complete the Department of Homeland Security grant funded capital security upgrade project at all three Foothill Transit owned and operated facilities
- Complete the Department of Homeland Security grant funded capital on-board bus security surveillance system upgrade project
- Continue to train Foothill Transit contract staff in Department of U.S. Department of Homeland Security and State of California mandated Terrorism Awareness, National Incident Management, Incident Command, and Standardized Emergency Management Systems
- Update the Transit Security Administration's (TSA) BASE Review of security systems
- Continue to sponsor, lead and develop the agency's successful "World Class Safety" program to reinforce the existing agency-wide safety culture



Account Number	Account Name	(Prior Year) FY 2011 Actual	FY 2011 Budget	FY 2012 Estimate	FY 2013 Budget
5100	Management Service Fee	\$560,825	\$577,800	\$577,800	\$495,100
5230	Consulting	6,405	40,000	1,777	40,000
5370	Promotional Items	296	5,000	-	1,500
5380	Special Events	-	10,000	-	5,000
5430	Dues and Subscriptions	722	5,000	1,030	5,000
5441	General/Express Mail	139	3,000	114	2,000
5500	Postage - Pitney Bowes	12,076	20,000	-	700
5550	Travel and Meetings	2,159	18,000	14,254	15,000
5560	Uniforms	40,954	49,200	-	10,000
5700	Office Building	843	13,000	37,704	47,500
5720	Other Misc. Contractual Service	25	-	2,015	10,000
5740	Other Services	2,859	7,500	1,559	15,500
5910	Tools	61	10,000	938	5,000
5950	Repair & Maint - Other Equip	855	5,000	-	5,000
5970	Repair & Maint - Vehicles	3,371	3,500	4,862	7,500
5991	Security	-	20,000	-	270,000
6130	Telephone	11,537	13,500	6,883	9,100
6280	Printing Charges	-	1,500	-	1,000
6290	Reprints & Brochures	-	1,000	-	1,000
Total		\$643,126	\$803,000	\$648,936	\$945,900



TRANSIT STORES

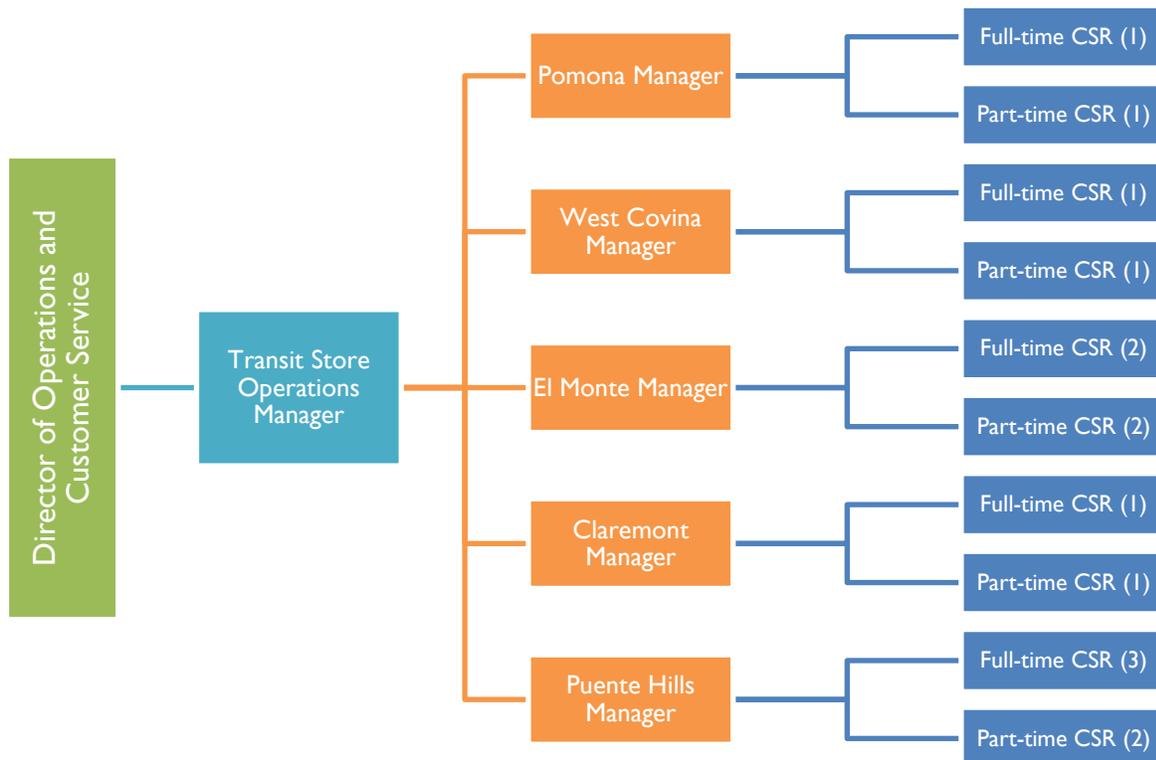
The Transit Stores team was created to provide customers with personal route and schedule information and fare media through five retail Stores, located throughout Foothill Transit’s service area. In support of the agency’s goals to provide outstanding customer service and increase ridership, the Transit Stores team works closely with Marketing and Communications to enhance customer service and build transit awareness. The Transit Stores provide a one-stop shopping experience for the residents of the San Gabriel and Pomona Valleys, assisting customers with their commuting needs. Customer Service Representatives (CSRs) offer one-on-one custom trip planning and Foothill Transit and regional transit agencies’ fare media. In addition to the in-person assistance, CSRs handle phone calls from our incoming 800-number information line.

FY 2012 ACCOMPLISHMENTS

- Handled 90% of calls received while maintaining the average hold time at less than 50 seconds
- Streamlined a Customer Care Contact Center which focused on improving the tracking of customer calls and delivery of information to our customers
- Completed renovations to the Puente Hills Store
- Provided customer assistance with the electronic bus book

FY 2013 INITIATIVES

- Handle 90% of calls received while maintaining the average hold time at less than 50 seconds
- Update all Transit Store uniforms
- Incorporate real time customer information systems into CSR information program





Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2013 Budget
5100	Management Service Fee	\$1,368,800	\$1,409,900	\$1,409,900	\$1,452,200
5420	Contract Maintenance	-	1,500	-	1,500
5441	General/Express Mail	467	1,900	904	1,900
5471	Janitorial	6,150	6,300	4,361	4,400
5500	Postage Pitney Bowes	1	200	-	200
5550	Travel and Meetings	3,186	5,900	2,510	5,900
5560	Uniforms	4,729	2,800	1,993	10,200
5700	Office Building	41,436	52,100	32,848	50,400
5710	Office Lease	33,646	36,800	65,257	41,600
5720	Other Misc. Contractual Service	1,388	600	754	3,600
5730	Other Misc. Expense	10,777	10,800	2,085	10,800
5800	Clothing Supplies	-	10,200	-	-
5850	Office Supplies	1,412	7,700	2,480	8,000
5950	Repair & Maint. Other Equip.	1,715	-	2,809	5,000
5991	Security	65,703	59,200	53,242	71,400
6000	Armor and Merchant Service	82,638	55,800	70,578	75,400
6020	Drinking Water	1,316	1,800	891	1,700
6100	Electricity	4,617	6,800	3,821	5,500
6130	Telephone	64,327	78,100	49,353	97,500
Total		\$1,692,308	\$1,748,400	\$1,703,786	\$1,847,200





FY 2012 ACCOMPLISHMENTS

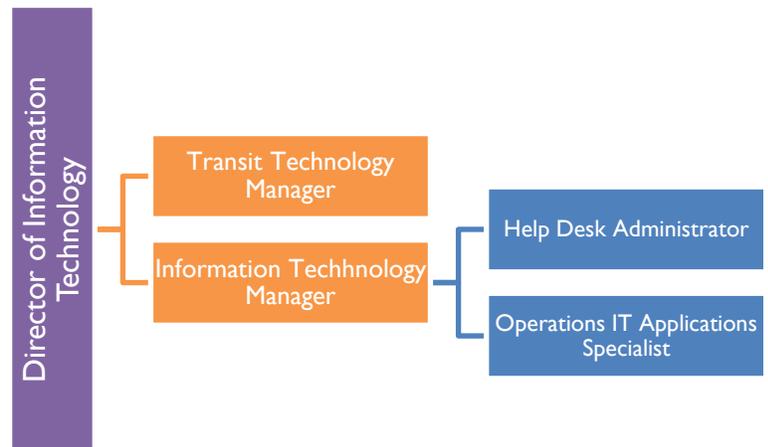
- Network Infrastructure Upgrade at the West Covina Administrative Offices
- Microsoft Windows 7 Upgrade
- Microsoft Office 2010 Upgrade
- Implemented Video Conference Capability
- Domain Name Change

FY 2013 INITIATIVES

- Real Time Bus Arrival System- This project will give customers bus arrival information at bus stops through an internet website, telephone, text messaging, and Smartphone browsers.
- Wide Area Network Upgrade- This project will increase the bandwidth connection between the Administrative Office, Transit Stores, and Maintenance facilities.
- Document Management System- This system will help enforce the newly implemented Document Retention Policy and allow staff to easily and efficient find documents.

INFORMATION TECHNOLOGY

The Information Technology (IT) Department is responsible for management, coordination, and implementation of information technology that will ensure more timely and cost effective delivery of services to the public. The department provides computer solutions to Foothill's administrative staff, the Transit Stores, and the Operations and Maintenance contractors to achieve Foothill Transit's goals and objectives.

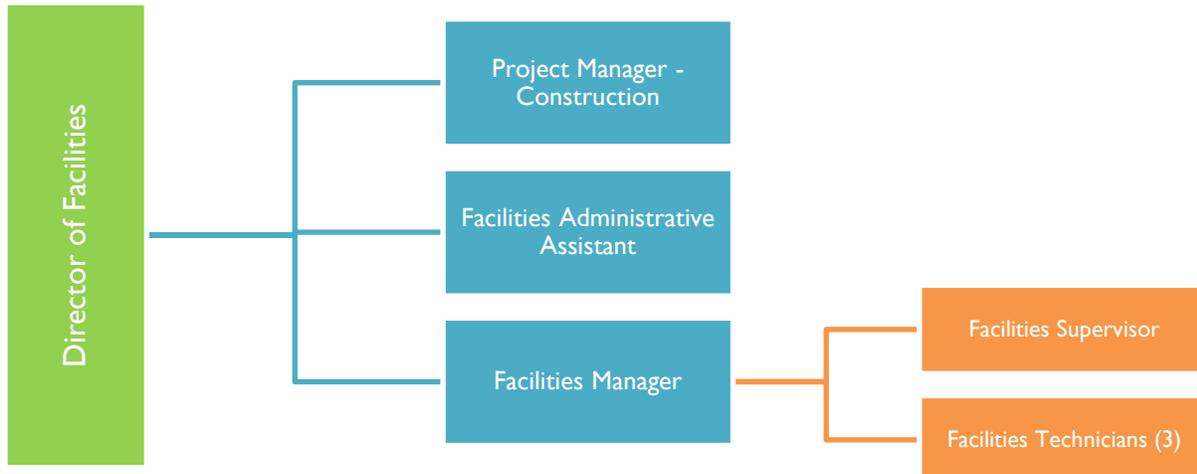


Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2013 Budget
5100	Management Service Fee	\$721,100	\$742,600	\$742,600	\$765,500
5430	Dues and Subscriptions	299	-	598	600
5441	General Mail	625	400	3,246	1,200
5500	Postage - Pitney Bowes		300	-	300
5550	Travel and Meeting	3,132	5,000	3,602	17,000
5650	Data Communication Service	2,773	132,000	2,062	2,300
5660	Internet Service	13,859	25,800	11,636	14,400
5690	WIFI Service	-	46,500	-	-
5700	Office Building	60,827	73,000	56,056	70,600
5720	Other Misc. Contractual Service	348,027	543,200	633,505	585,200
5740	Other Services	280	-	-	-
5810	Computer Supplies	1,568	20,000	3,969	6,000
5950	Repair and Maint Other Equip.	530	15,000	800	9,000
5960	Repair and Maint Office Equip	(5,366)	5,000	-	-
6130	Telephone	112,955	130,200	102,172	133,800
Total		\$1,260,610	\$1,739,000	\$1,560,246	\$1,605,900



FACILITIES

The Facilities Department is responsible for the construction and ongoing maintenance of all Foothill Transit facilities, and for the installation and upkeep of Foothill Transit's bus stop signage.



FY 2012 ACCOMPLISHMENTS

- Industry Park and Ride Groundbreaking October 2012
- Administrative Building Parking Lot Renovation
- Administrative Building Landscape Upgrades
- EMS Training and Implementation
- Award contract for A&E services for the San Gabriel Valley Park and Ride Projects
- Award contract for Environmental services for the San Gabriel Valley Park and Ride Projects
- Complete NEPA and CEQA requirements for the Industry Park and Ride project
- Azusa Intermodal Park and Ride environmental report in progress
- Develop and perform periodical review and audit of Pomona and Arcadia facility maintenance
- Solar Panel installation at Pomona and Arcadia Operations and Maintenance facilities
- Bus Wash equipment rehab at Pomona and Arcadia Operations and Maintenance facilities
- Development of a new Facility Maintenance Plan for all Foothill Transit properties

FY 2013 INITIATIVES

- Solar Panel Installation expansion at Arcadia Operations and Maintenance Facility
- Administrative Building Retro Commissioning project
- Implementation of ESMS Program at Pomona Operations and Maintenance Facility
- ISO14001 Certification of Arcadia ESMS Program
- Puente Hills Transit Store Remodel
- Civil Security Enhancement Project at Arcadia Facility



Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2013
5100	Management Service Fee	\$595,600	\$753,600	\$753,600	\$776,200
5420	Contract Maintenance	117,112	83,000	67,646	36,200
5430	Dues & Subscriptions	4,589	1,200	926	5,400
5441	General/Express Mail	147	300	440	500
5471	Janitorial	35,229	31,200	26,758	32,400
5520	RFP Issuance	12,536	-	1,455	-
5550	Travel & Meetings	13,991	9,400	27,530	10,400
5560	Uniforms	2,116	3,000	4,126	4,000
5610	Commercial Property	-	9,300	-	9,300
5700	Office Building	33,583	32,600	65,587	32,600
5720	Other Misc Contractual Services	30,111	113,000	23,900	132,900
5730	Other Misc. Expenses	4,093	3,000	276	2,000
5860	Other Material & Supplies	4,232	32,100	9,953	15,400
5890	Safety & Supplies	334	2,000		2,000
5910	Tools	4,299	4,000	6,085	5,000
5920	Washer and Cleaner Supplies	23	-	-	-
5950	Repair and Maint Other Equip.	13,521	9,000	12,005	12,000
5990	Safety Programs	-	1,200	250	1,200
5991	Security	3,023	8,000	9,222	7,500
6020	Drinking Water	994	1,200	890	1,200
6100	Electricity	173,604	198,000	165,064	198,000
6110	Gas	10,865	14,400	4,938	14,400
6120	HVAC	158	-	-	-
6130	Telephone	9,601	8,600	8,203	11,100
6150	Waste - Facility	5,725	9,600	8,770	9,600
6160	Water	6,036	5,400	6,707	7,200
6499	Contra Account-Admin Bldg	(536,421)	(606,400)	(530,769)	(590,100)
Total		\$545,101	\$726,700	\$673,562	\$736,400



FY 2012 ACCOMPLISHMENTS

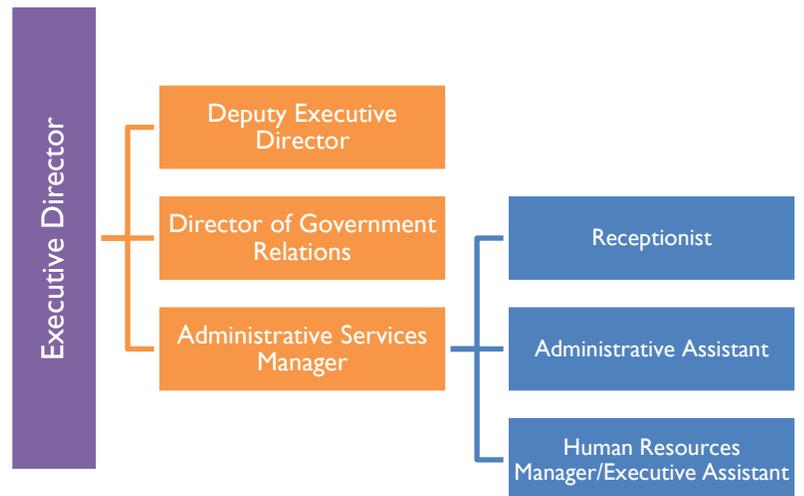
- Supported the Executive Board and Governing Board
- Maintained effective Executive Board and Governing Board communications
- Maintained broad industry involvement with American Public Transportation Association, California Transit Association and Access Services
- Advocated for federal funding for Foothill Transit capital projects
- Maintained industry involvement in Conference of Minority Transportation Officials and Women's Transportation Seminar

FY 2013 INITIATIVES

- Support the Executive Board and Governing Board
- Maintain effective Executive Board and Governing Board communications
- Maintain industry involvement with American Public Transportation Association, California Transit Association and Access Services
- Advocate for Foothill Transit's interests in the upcoming Federal Funding Authorization legislation
- Maintain industry involvement in Conference of Minority Transportation Officials and Women's Transportation Seminar
- Ensure progress toward completion of San Gabriel Valley Park & Ride projects
- Manage Foothill Transit's Disadvantaged Business Enterprise and Small Business Development components

ADMINISTRATION

The Administration Department is responsible for providing management direction to all departments within the organization, while executing the strategies and policies of the Executive Board. In addition, the Administration Department coordinates all legislative and intergovernmental affairs for Foothill Transit. The Administration Department also provides office support including receptionist, switchboard, monitoring of office supplies, and coordination of central files.





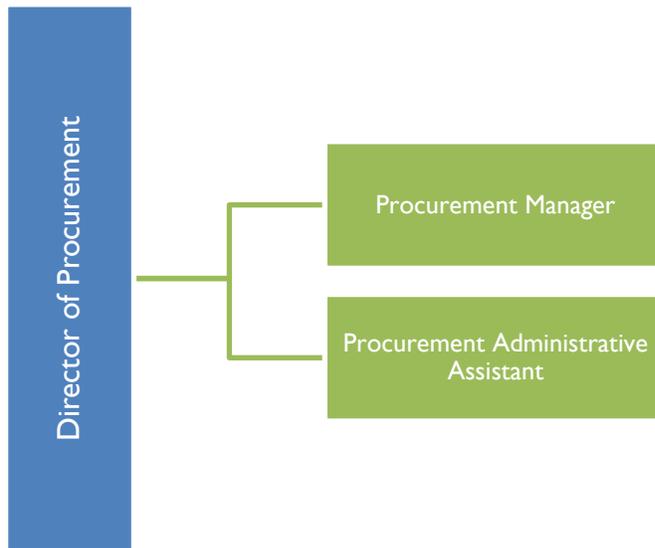
Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2013 Budget
5100	Management Service Fee	\$773,800	\$742,180	\$658,196	\$777,900
5230	Consulting	35,600	75,000	22,379	20,000
5250	Legal Fees	508,078	160,000	302,217	310,000
5265	Public Affairs	195,897	221,000	130,305	173,000
5400	Agenda Mailings	-	3,200	-	3,200
5410	Board Procurement	100,000	-	-	50,000
5412	Board Fees	20,500	25,000	15,800	25,000
5421	Copier	13,353	9,200	12,114	21,800
5430	Dues and Subscription	51,812	70,300	30,417	75,300
5441	General Mail	1,963	2,500	1,886	5,000
5500	Postage - Pitney Bowes	6,855	2,500	3,019	5,000
5520	RFP-Issuance Cost	86,766	-	822	-
5550	Travel and Meeting	97,307	107,000	110,784	114,500
5600	Auto Insurance	21,959	26,400	19,888	26,400
5610	Commercial Property	21,506	17,500	15,917	17,500
5620	Directors and Officers Liability	10,454	19,600	8,170	12,000
5630	Liability/Excess Liability Ins	46,943	58,200	34,378	58,200
5700	Office Building	144,585	148,670	114,109	144,400
5720	Other Misc Contractual Services	6,367	2,500	2,818	4,000
5730	Other Misc. Expenses	1,117	2,000	27	2,000
5740	Other Services	122	4,000	559	1,000
5850	Office Supplies	38,495	50,000	31,077	50,000
6020	Drinking Water	530	800	366	800
6130	Telephone	20,209	15,500	14,417	12,400
6280	Printing Charges	476	15,000	178	20,000
Total		\$2,204,693	\$1,778,050	\$1,529,843	\$1,929,400



PROCUREMENT

The Procurement Department is responsible for ensuring timely acquisition of goods and services to support Foothill Transit's mission. The Procurement Department also provides support for Foothill Transit's Disadvantaged Business Enterprise program and Small Business Development programs.

Budget Note: The Procurement function was previously included in Administration but is now a separate department.



FY 2012 ACCOMPLISHMENTS

- Procured and awarded Operations and Maintenance Contracts at Foothill Transit's Arcadia and Pomona facilities
- Procured 14 42' Low Floor CNG High Occupancy Vehicles
- Ensured successful and timely procurement of goods and services to support Foothill Transit's mission
- Procured of a new agreement for Marketing services
- Completed the Peer Review of Foothill Transit's current procurement procedures and policies and recent contracts

FY 2013 INITIATIVES

- Incorporate Small Business Development (SBD) language into the procurement procedures to foster participation from local small businesses
- Increase Disadvantaged Business Enterprise (DBE) participation in federally funded contracts
- Ensure successful and timely procurement of goods and services to support Foothill Transit's mission
- Ensure Foothill Transit's Procurement Manual remains consistent with federal and state procurement guidelines

Account Number	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2013 Budget	
5100	Management Service Fee		\$329,120	\$329,120	\$338,900	
5230	Consulting		-	-	10,000	
5250	Legal Fees		200,000	43,300	390,000	
5421	Copier	The Procurement function was previously included in Administration but is now a separate department in this Business Plan.	5,000	-	-	
5430	Dues and Subscription		5,000	-	2,200	
5441	General Mail		2,500	325	5,000	
5500	Postage - Pitney Bowes		2,500	-	5,000	
5520	RFP-Issuance Cost		50,000	64,433	50,000	
5550	Travel and Meeting		7,500	2,785	24,500	
5700	Office Building		25,230	19,351	27,300	
5720	Other Misc Contractual Services		-	-	1,000	
5730	Other Misc Expense		-	-	3,500	
5740	Other Services		1,000	-	-	
6130	Telephone		5,000	1,449	4,400	
6280	Printing Charges		5,000	-	5,000	
Total				\$637,850	\$460,763	\$866,800



FY 2012 ACCOMPLISHMENTS

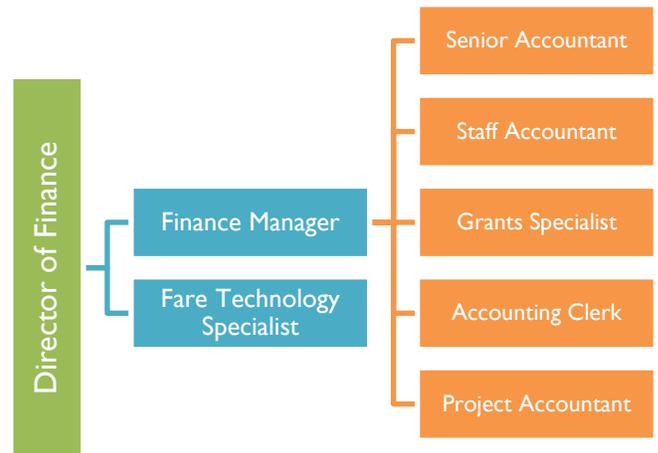
- Coordinated successful compliance and financial audits
- Ensured the safety, security and growth of invested funds
- Prepared monthly expenditure and financial reports
- Completed all financial audits without any material findings
- Prepared annual operating and capital budgets
- Trained staff on updated financial software to implement improved features
- Maintained fixed assets inventory system ensuring the safeguarding of the fixed assets
- Maintained fareboxes and implemented new fare schedules ensuring accurate fare collections
- Received national recognition for outstanding financial reporting for Foothill Transit's Annual Comprehensive Financial Report

FY 2013 INITIATIVES

- Coordinate compliance and financial audits
- Ensure the safety, security and growth of invested funds
- Complete financial audits without any material findings
- Prepare monthly expenditure and financial reports
- Prepare annual operating and capital budgets
- Train staff on updated financial software to implement improved features
- Upgrade fixed assets inventory system to ensure the safeguarding of the fixed assets
- Maintain fareboxes and reprogram when needed, new fare schedules ensuring accurate fare collections
- Apply for National Government Finance Officers Association award for excellence in financial reporting

FINANCE

The Finance Department provides support services including accounting, financial planning, grant administration, budget development, accounts receivable billing and collections, and financial reporting for the organization. The department coordinates inventory of fixed assets and is responsible for adhering to local, state and federal requirements in the administration of grant funds. It also administers the required annual financial and compliance audits, oversees the investment portfolio, and monitors cash flow.



Account Number	Account Name	FY 2011 Actual	FY 2011 Budget	FY 2012 Estimate	FY 2013 Budget
5100	Management Service Fee	\$915,100	\$1,082,700	\$1,082,700	\$1,115,200
5210	Audit Fees	42,160	59,000	59,768	59,000
5230	Consulting	-	6,900	-	6,900
5430	Dues and Subscription	975	5,000	1,860	1,600
5441	General Mail	930	2,000	945	2,000
5500	Postage - Pitney Bowes	89	200	166	200
5550	Travel and Meeting	10,209	12,500	402	20,000
5700	Office Building	74,586	89,500	68,727	86,600
5720	Other Misc Contractual Services	2,019	800	1,118	1,000
5730	Other Misc Expense	1,090	500	885	2,100
5740	Other Services	-	600	-	600
6130	Telephone	3,538	4,500	3,235	8,000
Total		\$1,050,695	\$1,264,200	\$1,219,806	\$1,303,200